

2012-2013 Energy Documentation

All Income for All Household Members

- **Wages**- Last 4 weeks of paystubs for all household members age 18 or older
- **DSS Income**-Letter from Manchester DSS or a Budget Sheet to show benefits being received
- **Social Security**- Copy of most recent check or bank statement if direct deposited.
- **Pensions/Annuities** -Copy of most recent check or most recent 1099 or letter from payer.
- **Veteran's Income** -Copy of recent check or award letter.
- **Worker's Compensation** – Statement showing benefits and period covered or 4 most recent paystubs.
- **Unemployment**-Printout of payment history from CT works office or website
- **Self Employment** – Completed form and a complete copy of your previous year's tax return
- **Rental Income** – Rent receipts with letter from tenant or a copy of the lease
- **Child Support/Alimony** – Divorce decree, letter from an attorney, or printout from child support enforcement.
- **Real Estate Agents** – Worksheet from company covering 6 months to a year.
- **Money from family/friends** – If you received money from family and friends to help pay your bills you must fill in and submit a completed friends and family form or itemized statement of money received with the dates paid.
- **Zero Income** – If you had no income at all over the 4 week period prior to applying we ask for proof of how bills are paid or delinquency notices.

Assets

- You must supply ALL applicable documentation for anything that can be turned into cash. This includes- bank accounts, CD's, Stocks, Bonds, IRA's if your over age 59 ½, 401K plans, etc. Documentation would be the most recent, complete and unaltered statements.

Other Documentation for ALL CLIENTS

- **Renters**- proof of rent is required along with your landlords full name, address, and phone number. If you are on Section 8, a housing certificate is required. If your heat is included in your rent a lease is required.
- **Home Owners**-proof of Mortgage, most recent mortgage statement or payment book.
- **Gas**-Most recent complete gas bill
- **Electric**-Most recent complete electric bill
- **DSS Clients**-Food stamp card and DSS application if you received one in the mail.
- **Birthdates**- Birth Certificates or Driver's License for EVERY member of the household

- **Social Security Numbers** for EVERY member of the household -Social Security cards.

Note: All information is required at the time of application, if you fail to bring in **ALL** the required documentation you could be forced to reschedule or denied benefits. If you cannot gather all information by your appointment date please call to reschedule it is not unusual for us to be booked 2-3 months in advance and cancellations help us to assist those in emergency circumstances.

If you would like to report fraud please contact The Fraud Hotline at 1-800-842-2155